

TOWN OF BLACKSBURG

Town Manager's Monthly Operation and Information Report

February 2005

TOWN MANAGER'S OFFICE

HUMAN RESOURCES DIVISION

- ❖ Prepared advertisements and postings, recorded EEO data for applicants, prepared transmittals for departments, reviewed interview questions, and processed returned applications for all February transactions. The following positions were posted during the month:
 - Management Administrator – Town Manager's Office
 - Equipment Operator III/Utility – Public Works
 - Front Desk Attendant/Community Center (Wage) - Recreation
 - Head Lifeguard/Aquatic Center (Wage) – Recreation
 - Head Swim Instructor/Aquatic Center (Wage) - Recreation
 - Lifeguard/Aquatic Center (Wage) - Recreation
 - Bus Operators (Wage) – Transit
 - Dispatcher/Operator (Wage) - Transit
- ❖ Conducted two New Hire Sessions for five Pay Plan employees this month.
 - Police Officer – Police
 - Accounting Technician I – Police
 - Planner – Planning & Engineering
 - Skilled Maintainer/Utility – Public Works
 - Inspector – Planning & Engineering
- ❖ Conducted two Exit Interviews this month.
 - Community Housing/Development Manager – Town Mgr.'s Office
Voluntary Resignation for Better Opportunity
 - Foreman/Utility – Public Works
Retirement
- ❖ Processed 186 status changes and no benefit changes.
- ❖ Assisted supervisors with EAP referrals, employee issues, disciplinary actions, investigations, and grievances; in conjunction with the Town Manager as necessary.
- ❖ Met with and assisted employees regarding work related issues or concerns.
- ❖ Assisted employees with VRS retirement estimates and purchase of prior service calculations and paperwork.
- ❖ Prepared a retirement application for an employee planning to retire on 6/01/2005.
- ❖ Attended the New River Valley Insurance Consortium meeting to consult with carriers that provided viable proposals for the July 2005 contract year. Proposals were obtained to join the self-insured dental plan with the Consortium.
- ❖ Prepared the Town's information to be used in the appeal of a former Town employee denied unemployment compensation. Represented the Town during this hearing. The VEC appeals examiner upheld the denial of benefits.
- ❖ Worked in conjunction with the Purchasing Manager to prepare the RFP for recruitment services for the position of Town Manager. Currently working as the liaison between Town Council and the selected recruitment firm.
- ❖ The Employee Advisory Team met to continue the discussion of revisions to the Rules & Regulations for July 2005. Additional information was provided to update members on the July 2005 insurance coverage renewal.
- ❖ Prepared and distributed the Spring 2005 BEST catalog in electronic and printed format. Coordinated BEST classes conducted during February, including Unlawful Harassment for New Hires and individualized financial planning through ICMA's deferred compensation plan. Conducted one session of Unlawful Harassment for New Hires.
- ❖ Met with counterparts from Montgomery County and the Town of Christiansburg to determine mutual needs for regional training. A series of three supervisory sessions will be offered bi-annually. New Hire Orientation will be offered on a quarterly basis starting in April.
- ❖ Prepared information for FOIA request on Council salaries and benefits.
- ❖ Researched comparable jobs and salaries to form the job specification and compensation for the position of Management Administrator in the Town Manager's Office. Participated in the interviews conducted for this position, along with the Assistant Town Manager and Police Chief.

- ❖ Attended Program subcommittee meeting of the NRV chapter of the Society of Human Resource Managers. Attended Executive Board meeting for NRV SHRM. Attended general monthly meeting of NRV SHRM for an employment law update.
- ❖ Attended United Way Board Meeting.
- ❖ Prepared Human Resources section of the outgoing Town Manager's transition plan.
- ❖ Completed salary surveys for the City of Roanoke Police Department and Harrisonburg.
- ❖ Attended EMT retreat to review the outgoing Town Manager's transition plan.
- ❖ Organized the retirement reception for the outgoing Town Manager.
- ❖ Prepared monthly evaluation notices and past due notices for applicable Directors.
- ❖ Continued to assist employees with processing of claims from Southern Health Plan.
- ❖ Continued the recognition of employees by sending cards to all employees celebrating a birthday, marriage, or birth of a child in February.

COMMUNITY RELATIONS DIVISION

The Community Relations Manager began or completed the following projects in the month of February:

- ❖ Finalized design of new Farmers Market banners and Town Spring/Summer banners. Installation of these banners will take place mid April.
- ❖ Began working on the April Issue of About Town.
- ❖ Continued working on an AV/Presentations Policy for Council Chambers.
- ❖ Finalized 2006 Budget Submittal.
- ❖ Continued working on an ICSC Alliance Program with Diane Akers of the Blacksburg Partnership, Shane Adams of the Montgomery Chamber, Mike Poldiak of New River Valley Mall, and Sue Drzal of the Downtown Merchants Association. The event is scheduled for April 26 at Donaldson Brown from 11:30 am – 2:00 pm.
- ❖ Continued to work with the new Museum Coordinator on Blacksburg Museum and Odd Fellows Hall initiatives.
- ❖ Continued to work with Blacksburg Partnership on retail recruitment and marketing efforts, including a Hokie Bird community art project/auction.
- ❖ The Community Relations Office continues to administer the Blacksburg Alert system. There are currently 2241 subscribers.
- ❖ Continued working with the web team and Planning and Engineering on a web based projects database and updates to boards and committees pages.
- ❖ Began modifications to current Town AV Policy.
- ❖ Began working with the Water Authority on a Public Information campaign for the change over to chloramination for water disinfection.
- ❖ Began working with Meg Nugent on the design of the Town's Water Quality Report.

The Museum Coordinator completed the following tasks in February:

- ❖ Continued planning a street festival with the Odd Fellows Hall Sub-committee co-sponsored by the Christiansburg Institute for July 2, 2005.
- ❖ Met with each of the Museum Committee sub-committees including Collections, Development, Membership, Exhibitions, and Odd Fellows Hall to devise objectives for the year. The objectives will be presented to the Museum Committee at their March 7th meeting and combined into a strategic plan for the year.
- ❖ Planned an exhibition at Glencoe Museum featuring some of our items from the Montgomery Museum exhibition, *Blacksburg, What's In a Name*.
- ❖ Began planning a small exhibition of items from the collection for the Municipal Building Lobby.
- ❖ Continued tracking the museum's current collection in Past Perfect Software. Cataloguing of current collection should be complete by March.
- ❖ Continued meeting with the Museum Council, a group of local museum directors and volunteers, on ways to collaborate.
- ❖ Met with Mrs. Hoy whose mother was Alexander Black's nurse in 1935 and discussed artifacts in the Black House. Also met with Louise Price whose mother was a cook in the Black House.
- ❖ Toured Kentland with lecture series speaker Dr. Sam Cook and Lynn Martin and discussed plans for the April lecture at Kentland.
- ❖ Finalized Lecture Series and sent letters to speakers. Designed flier for lecture series and had information put on the web.
- ❖ Met with Susannah Koerber, curator for the Art Museum of Western Virginia, to discuss opportunities for collaboration and their collection procedures.
- ❖ Met with Commonwealth Architects and select members of the Odd Fellows Committee to discuss the OFH feasibility study to be completed by March 3, 2005.
- ❖ Sent letters to 2004 Football Parking Season Pass holders allowing them renew their passes for the 2005 Season. The renewal deadline is March 18th. The spaces will then be open to the general public for sale. The cost of a season parking pass for 6 home games is \$85, and several people have already renewed.

- ❖ Attended first meeting of the Lyric Theater 75th Anniversary committee as the Town's representative.

WTOB Programs Produced in February

- ❖ *Blacksburg Newsline* produced by Derley Aguilar: No new program produced due to significance of current program. (Winter weather-themed program featuring a visit to the National Weather Service in Blacksburg, tips from the Fire Department and Police Department, snow clearing with Public Works, BT Snow Routes, and defensive driving in the snow.)
- ❖ *Planning Commission Agenda* produced by Chip Herman.
- ❖ *eneRGy: Your Recreation Guide* produced by Jennifer Tuttle: in production.

Special Productions

- ❖ *League of Women Voters presents Railroads, Can they Solve I-81 Problems*: paid program. Chip Herman and Derley Aguilar taped this program for the league. The program airs throughout the month of March.
- ❖ *BT Access Public Hearing*.
- ❖ *Blacksburg Sports Club*: taped 4 guest speakers.

Notes

- ❖ Derley Aguilar performed a test of the Emergency Alert System.
- ❖ An article about WTOB's video production workshops appeared in the *News Messenger* on February 5.
- ❖ Jennifer Tuttle is designing a promotional flier for *eneRGy: Your Recreation Guide*.
- ❖ Derley Aguilar met with Rooney Ward from Adelphia to address live switch over issues in the Council Chambers. His assessment determined that the video levels coming from the equipment are fine, but there may be a problem with the fiber connection.
- ❖ Chip Herman and Jennifer Tuttle are collaborating on promotional projects, including the proper way to recycle and Earth Day/Arbor Day events.
- ❖ Derley Aguilar continues to attend meetings to discuss public education of Blacksburg's water. WTOB is responsible for the video that will be available to the public and shown on Channel 2.
- ❖ Derley Aguilar developed a new style guide for televised presentations after meeting with staff from the Town Manager's Office and Planning and Engineering. It was decided that WTOB would format all televised presentations.
- ❖ Derley Aguilar continues to work with Web Administrator John McKenna to update the WTOB portion of the website.
- ❖ Chip Herman updated employee photos.
- ❖ Chip Herman has taken over responsibility for *Building Blacksburg*, a program that Building Official Cathy Cook will produce.
- ❖ Chip Herman will be the primary producer for the future Odd Fellows Documentary.
- ❖ WTOB purchased a new music library from Digital Juice. The new library contains hundreds of modern music tracks.
- ❖ WTOB received *VTCA Cable Reports featuring interviews with Senator John Edwards and Delegate Jim Shuler*. The program will air until March 14.
- ❖ WTOB received a loaner DVD/SVHS player-recorder from the Whitlock Group.
- ❖ Approximately 35 announcements were added to the bulletin board.

Web Administration

Updates

- ❖ General updates of links
- ❖ Police press and announcements
- ❖ Blacksburg Transit
 - Parks and Recreation
 - General edits and maintenance
 - Updated schedules
- ❖ Maintenance of eNews
 - News Releases
- ❖ On going projects
 - General maintenance to include site search for and removal of orphan files and dead links, and error corrections.
 - Town Council Web Cast Updates
 - General editing of content

Web Projects

- ❖ Bug fix in BT code
- ❖ Continue minutes and agenda Content Management System
- ❖ Complete and install Fedora Linux server to mirror BEV site
 - Mirror TOB on BEV

- Mirror Blacksburg Transit on BEV

Other

- ❖ Organized web team meeting

Site Statistics
Summary

- ❖ 25,378 unique visitors came to the sites.
- ❖ Visitors came from 18,629 distinct Internet addresses.
- ❖ The web server delivered 7,282 unique documents one or more times each.

The top five visited pages by accesses for February are:

Page	Accesses
Calendar.php	19,383
jobs.php	6,174
person.php	5,388
maps.php	3,690
comp_plan/plan.php	4,093

HOUSING AND COMMUNITY DEVELOPMENT DIVISION
Neighborhood Enhancement Program

- ❖ Town Gown Community Relations Committee meeting 2/24/05
- ❖ Wrapping up research on off-campus Greek Houses
- ❖ Partnered with Student Government Association for submission of a University Partnership Grant to improve communications between students and residents within neighborhoods
- ❖ Working with Judicial Affairs to address off-campus behavioral complaints from citizens that are not enforceable by police.
- ❖ Completing media campaign for Town Gown Committee
- ❖ Partnered with Building Official to educate building permit holders on nuisance laws concerning construction sites.
- ❖ Met with Greek representatives to coordinate spring clean up for Roanoke, Progress, and Church Street.
- ❖ Finalizing marketing campaign for the Annual Statewide Neighborhood Planning Conference scheduled for September 2005.
- ❖ Met with Big Event coordinators to address curbside litter and graffiti cleanup at the April 9th event. Roll out "Pick It Up Blacksburg" litter campaign.

Code Enforcement/Public Nuisance Abatement Summary By Type of Violation

Description	No. cases	No. LMI(% of cases)	Percent of total
Tall grass & weeds	0	0	0
Debris	33	32 (99%)	24.8
Inoperable vehicles	5	4 (80%)	3.8
Address numbering	1	1(100%)	0.8
Trash collection	75	71(95%)	56.5
Property Maintenance	0	0	0
Zoning	2	2(100%)	1.5
Encroachments	1	1(100%)	0.8
Snow Removal	16	14(88%)	12.0
Other	0	0	0
TOTAL	133	125 (94%)	100.2

Complaints received: 5 (3.8% of total caseload) 3 LMI (60%)

Projects closed this month: 108 (97 LMI, 90%)

Citizen evaluation forms: 0

Number of Downtown Cases: 5 (3.8%)

Number of Commercial Cases: 1 (0.8%)

Number of letters or notices written: 7 (5.3% of total caseload) 7 LMI (100%)

Projects contractor hired for: 1 (1806 Whipple Drive debris removal \$129.75)

TECHNOLOGY DEPARTMENT

- ❖ Director continues active role in HTE User Group Board of Directors
- ❖ Work continues on Transit ITS AVL project – we have received bids for on-bus hardware and operations management systems
- ❖ Monthly BTAC meeting was held
- ❖ Director attended two meetings for the Regional Broadband initiative that is being headed by the NRV PDC. Work continues on the planning of organizational structure.
- ❖ Director met with Montgomery County staff at the IT Steering Committee meeting.
- ❖ Director participated in the EMT retreat to discuss the Town Manager transition plan
- ❖ All workstations and laptops have been delivered to staff – this replaced approximately 2/3 of the need computers. We will be placing an order for the remaining technology replacement computers in March
- ❖ The fiber optical project at Parks and Recreation is proceeding very well and will be completed in March.
- ❖ Technology is beginning preliminary planning of optical fiber rout from Progress Street Fire Station to the Bennett House and to the Parks and Recreation Campus.
- ❖ Technology has resolved the wireless communication issues and now has a good network connection to the Prices Fork Fire Station and to Parks and Recreation.
- ❖ Technology is working with Rescue on a technology master plan. Fire and Police are involved in this effort.

Teams and Association Involvement

Environmental Management Systems - Pollution Prevention - EMSP2

Executive Management Team

Technology Enhancement Team

Instrumented City Initiative

eGovernment Team

Computer Operations Team

BRITE - Blue Ridge IT Executives – regional Local Government IT Executives

Montgomery County Information Technology Steering Committee

VALGITE - VA Local Government IT Executives – Statewide Local Government CIO Forum

NCTC - New Century Technology Council CIO Committee

VATOA – Virginia Telecommunications Officers and Advisors

NRV Telecommunications Group

BTAC – Blacksburg Telecommunications Advisory Committee

HTE User Group Board of Directors - Secretary

FINANCE DEPARTMENT

ACCOUNTING DIVISION

- ❖ List of New Businesses for February, 2005-Attached List
- ❖ Major revenue collections year-to-date as of February, 2005

▪ Real Estate Taxes	\$1,657,097	51.7% of budget
▪ Decals	\$ 56,580	19.2% of budget
▪ Meals Taxes	\$1,447,471	69.5% of budget
▪ Hotel Taxes	\$ 260,012	61.9% of budget
▪ Cigarette Taxes	\$ 265,716	79.3% of budget
▪ Sales Taxes	\$ 761,902	70.4% of budget
▪ Consumer Utility Tax	\$ 753,838	63.1% of budget
- ❖ Mailed out 908 Business License Renewal Reminders.

UTILITY BILLING DIVISION

- ❖ Number of connections 85
- ❖ Number of work orders 65
- ❖ Percent of waste stream recycled 15.2%
(curbside program)
- ❖ Disconnects for non-payment of accounts 47
- ❖ Delinquent Notices Mailed 942
- ❖ Direct Debit Accounts 1,036
- ❖ Internet Payments Received 358
- ❖ Internet Accounts Enabled 1,418
- ❖ Collected \$1,538.21 on delinquent final accounts that had ignored all Town communications. Used Set-off debt,

VEC, Tech directory and telephone book to track down these accounts.

- ❖ Worked on testing new Set Off Debt program with the state
- ❖ Participated on the Chloramination Committee.

PURCHASING DIVISION

- ❖ Awarded bids/RFP on: Parking Lot Construction – Wong Park; Trucks for Public Works; Bennett House Renovation.
- ❖ Renewed contract: 2 in February.
- ❖ RFP's/Bids Issued: Parking Lot Construction – Wong Park; Trucks for Public Works; CDBG-Acquisitions Services-Developers; CDBG-Child Care; CDBG-Homeless Assistance; Demolition of Highland Park Tank; UCB Sewer Line.
- ❖ RFP's/bids being evaluated: Engineering Services – Cedar Run; Wireless Infrastructure; A/E Services for South Main Fire Station; AVL Software & Equipment/Materials; Sanitary Sewer Study; Response Vehicles (Rescue); Street Marking/Painting; Cell Phones.
- ❖ Upcoming RFP's and bids: Credit Cards; Heritage Park House; Office Supplies; Miscellaneous Asphalt; Miscellaneous Stone; Town Letterhead; Transit Addition.
- ❖ Quotes/Informal Bids: Annual Decals; Chemical Storage Tank for Public Works.
- ❖ One Formal Bid Protest Filed and Upheld from Thompson Pumps.
- ❖ Electronic Auction Sales: 2 vehicles for \$3,560.00.
- ❖ Purchase Orders Issued 86 \$834,010
- ❖ Inventory Issues 298 \$ 16,527
- ❖ Blanket Orders Utilized \$ 71,935

ADMINISTRATION/MANAGEMENT INFORMATION SYSTEMS DIVISION

- ❖ Working on Internet (Click 2 Gov) Vendor Registration application.
- ❖ Working on Version 3 upgrade to H T E Financial Management System.
- ❖ Working on Fiscal Year 2005/2006 Operating Budget.

New Businesses for February, 2004

Name	Address
A-1 Paving	Out of Town Contractor
Ben & Jerry's	210 South Main Street
Brush Strokes	406 Eastview Terrace
Carddock Cunningham Architectural Part PC	200 Country Club Dr Suite B-3
David Baugh Design	1404 North Main Street
DPI Teleconnect LLC	Telephone Company
Express Personnel Services	2401 South Main Street Suite F
Harmonia Inc	1715 Pratt Drive
Hayden Music	Itinerant Vendor
J Nilsen Design Studio	500 Woodbine Drive
Lanford Bros Co Inc	Out of Town Contractor
Limerick Technical Service LLC	2510 Manchester Street
New River Valley O & P	3635 South Main Street Suite A
One Sun Stained Glass Ltd Co	714 Barringer Drive
Orthopedic Solutions LLC	2302 Terra Bella Street
Otis Elevator Company	Out of Town Contractor
S & N Communications	Out of Town Contractor
Sage Computing Solutions Inc	904 Buchanan Drive
Software Training Inst LLC	1707 Ginger Lane
Sprint Communications Co of VA	Telephone Company
Star City Masonry Inc	Out of Town Contractor
Talk America Inc	Telephone Company
Truesdell Engineering	102 Marlinton Street
Whittaker, Alison S	Realtor

PARKS AND RECREATION DEPARTMENT

Golf Course Division

- ❖ Golf Course is gearing up for the warmer weather.
- ❖ The Golf Course collected \$4,099.29 for 284 customers.

Community Center Division

- ❖ A total of 15, 516 individuals used the Community Center and Kipps Gym during the month of February.

- ❖ Community Center co-sponsored Blacksburg Home Show.
- ❖ Community Center staff completed CPR and AED training.

Administrative Division

- ❖ The recreational programs, rentals and admissions totaled \$26,381. 05.
- ❖ Easter Egg Hunt planning is underway. In addition, BPRD is working with Imaginations to perform a kite flying demonstration.
- ❖ Summer camp programming is underway.
- ❖ Winter basketball leagues are finishing up for the season.
- ❖ Community program supervisor submitted a grant for court improvements to the U.S. Tennis Federation.
- ❖ All staff continue to work on the Flower & Garden Festival.
- ❖ Director, Community Center Supervisor, Outdoor Supervisor and Community Programs Supervisor presented about summer camps to Radford University recreation class.
- ❖ Director and Outdoor Supervisor presented the Nature Center Survey to the Blacksburg Newcomers Club.
- ❖ Director submitted a \$125,000 grant for the Huckleberry Trail Extension to the Virginia Dept. of Conservation & Recreation.
- ❖ Director was appointed and attended Ferrum College's Curriculum Council for their recreational program.
- ❖ Director was guest judge at the Blacksburg High School trades class competition.
- ❖ Director continued the attorney interview process with the EMT.
- ❖ Director was a member of the interview panel for the new Blacksburg High School athletic director.
- ❖ Director and Town engineer continue to work with Anderson & Assoc. on designing a bridge to cross Tom's Creek at the Heritage Park.
- ❖ Director attended Virginia Recreation and Parks Assoc. meeting and agreed to serve on the Awards & Citation Committee.
- ❖ Director organized the EMT retreat.

POLICE DEPARTMENT

OFFICE OF THE CHIEF

- ❖ Accreditation Events: Lieutenant Davis continues to explore software and technology that will enhance the accreditation process. Due to budgetary restraints the IDS software was unable to be purchased, but Lt. Davis has met with Information Technology Director, Steve Jones, who is pursuing other avenues to attempt its purchase. A Word file was created during the month that contains all the current standards, and provided via email to each supervisor. This should enhance the accreditation process and encourage field supervisors to provide more proofs of compliance. Lieutenant Davis has been assigned to this position for approximately two months and he is still continuing to learn the overall accreditation process and requirements.
- ❖ Recruitment and Selection: Police Officer Carla King began the Basic Law Enforcement Academy on February 7, 2005, and feed back from the academy staff in regards to her performance has been positive. Plans are being made to attend some Career Fairs in the coming months.
- ❖ The Chief received and responded to several letters and emails of appreciation and commendation regarding the performance of numerous police personnel.
- ❖ The Chief and Key Staff Members attended numerous meetings during the month.
- ❖ Lieutenant Davis is currently attending the Police Executive Leadership School (one week per month for three months) at the University of Richmond and is scheduled to complete this program March 17, 2005.
- ❖ Permit Parking was implemented in the 300 and 400 blocks of East Jackson Street.

POLICE OPERATIONS DIVISION

- ❖ Part I Offenses have decreased from 60 reported in January 2005 to 47 reported in February 2005. Larcenies have decreased from 26 reported in January 2005 to 22 reported in February 2005. Comparing February 2004 to February 2005 we show a 55% decrease in Part I offenses. The clearance rate for Part I offenses in February 2005 was 30%. The total clearance rate for Part I and Part II offenses was 63%.
- ❖ Year-to-date offenses (Part I and Part II) have decreased 1% from a fiscal year total of 1941 in February 2004 to a fiscal year total 1827 in February 2005.
- ❖ An unannounced hostage/barricade training exercise was conducted on Thursday, February 24, 2005. The exercise included members of the command staff, Detectives, evening shift, Emergency Response Team, State Police, and the Virginia Tech Police Emergency Response Team. The training exercise was conducted at the old Best Western/Red Lion Inn. The exercise was beneficial to all components of the organization and a valuable tool to prepare the entire department in the event of a similar occurrence.
- ❖ Two ABC compliance operations were conducted on February 4 and 26, 2005. Storefront locations were check with eight warnings given for violations of the Virginia ABC laws.
- ❖ The Emergency Response Team was called out twice during the month. The first call out was for a warrant service on February 8th and the second call out was for the unannounced training exercise on February 24.

- ❖ The Deer Population Management Program operated the week of February 14th. The members successfully reduced the deer population by 25, bringing the total reduction to date for the fall/winter season 181.
- ❖ Evening shift personnel responded to a structure fire at 3354 Glade Road for an assistance called by the Montgomery County Sheriffs Office. Upon arriving at the scene of the fully involved fire, officers discovered two badly burned victims. After moving the victims further away from the fire scene, they tended to them until the arrival of rescue personnel. One victim later died and the second victim sustained 3rd degree burns over 85% of her body. A critical incident stress debriefing session was conducted on the 20th in which the involved officers attended.
- ❖ On February 11, 2005, Officer Sawicki arrested an off-duty Harrisonburg Police Officer for assault on a police officer, resisting arrest, drunk in public and disorderly conduct. The off-duty officer was involved in a reported altercation with other individuals prior to the arrival of Officer Sawicki. This officer is no longer employed by the Harrisonburg Police Department.
- ❖ The Downtown area continued to receive additional patrol, which resulted in a total of 34 alcohol related charges being placed against individuals.
- ❖ The Mobile Speed Display Units were utilized at 4 different locations for a total 90 hours at the following locations: Broce Drive, Mabry Lane, Progress Street and South Main Street.
- ❖ Selective enforcement activities were provided 7 times during the month. Four different locations were targeted for this activity; Broce Drive, Ellett Road, Prices Fork Road, and University City Blvd. No special requests were received from citizens for additional speed enforcement. Approximately 3.38 hours were expended on selective speed enforcement and a grand total of 267 traffic summonses were issued this month.

POLICE SERVICES DIVISION

- ❖ Police personnel issued a total of 806 parking tickets this month. That figure represents an increase of 411 from 395 that were written last month. The majority of the tickets were issued for meter violations 355. While there were tickets written in all categories, other notables included: 90 for no parking, 126 for yellow line, 82 for permit parking, 100 for other violations and 29 for 24 hour parking violations.
- ❖ Both generators used to power the police building and radio communications tower were tested and found to be functioning properly and there testing was documented for the CALEA files.
- ❖ The Crime Prevention Sergeant remains active with our Neighborhood/Apartment Watch programs and victim/witness follow-ups.
- ❖ February 24, 2005, Communication Officers Tammy Nutter and Mark Smith completed Crisis Intervention Team Training for communications officers.
- ❖ February 28, 2005, Officer Vernon Speese was accepted on short notice into the Forensic Training Academy for the 9 week Forensic Training program as he will replace Sergeant Vaughan upon his retirement on March 31, 2005.

PUBLIC WORKS DEPARTMENT

OPERATIONS DIVISION (Administration, Equipment Operations)

- ❖ Director and staff attended the monthly EMS/P2 Sanitary Sewer meeting with P&E department staff to discuss sanitary sewer overflow (SSO) issues.
- ❖ Director and staff attended the monthly Instrumented City coordination meeting with Virginia Tech Transportation Institute (VTTI) and VDOT representatives.
- ❖ Director and staff attended the monthly Traffic Committee meeting.
- ❖ Director participated in the Nature Center public meeting with Parks & Recreation staff and gave a presentation on "Green Buildings".
- ❖ Director gave a presentation to Town Council on the St. Mary's Catholic Church alternative wastewater treatment system proposal.
- ❖ Town Garage responded to 3 winter storms during the month of February. Labor, material and equipment costs totaled \$8,363 for equipment maintenance.
- ❖ Town Garage mechanics performed 220 garage service job orders (vehicle repairs, equipment repairs, vehicle washing, field services, state inspections, preventive maintenance, etc.).

PARKS & LANDSCAPE DIVISION (Cemetery, Grounds, Horticulture, Parks, Solid Waste/Recycling)

- ❖ Responded to 3 winter storms during the month of February. Labor, material and equipment costs totaled \$21,204 for sidewalks and parking lots. Labor and equipment costs totaled \$1,265 for airport snow removal activities.
- ❖ Filled sink holes surrounding Shenandoah and Cedar Run pump stations, as well as holes in the soccer fields at Kipp's and Municipal Park.
- ❖ Installed foul-poles at Tom's Creek, Jaycee and Kipp's Little League fields.
- ❖ Built and installed gate at Tom's Creek Park.
- ❖ Painted over graffiti, repaired trash receptacles and continued removing barbed wire fences at Heritage Park.
- ❖ Ordered basketball goal and material to repair tennis courts at Westover Park.

- ❖ Mulched and edged landscaped areas in medians on Main Street and Price's Fork Road.
- ❖ Continued to coordinate the Nellie's Cave Park restroom project.
- ❖ Began delivering benches to artists.
- ❖ Continued to coordinate service issues with Waste Management.
- ❖ Continued to gather recycling data for annual DEQ recycling report.
- ❖ Worked on EMS-P2 Universal Waste Policy by reviewing the Town's chemical inventory, as well as identifying and developing a log-in system for the universal waste generated in town facilities.
- ❖ Performed 5 cemetery internments and dug 7 footers. Continued updating maps.
- ❖ Picked up 15 dump truck loads of brush during Brush Collection resulting in labor and equipment costs of \$3,205 or \$214 per load.

PROPERTIES DIVISION (Occupational Safety, Custodial Services, Buildings, Traffic Engineering, Pump Stations)**Occupational Safety Program**

- ❖ Continued Employee Safety Committee meetings at Public Works.
- ❖ Conducted safety training classes on "Slip/Trip/Fall and Cold Weather Injury Protection" and "Biohazard and Confined Spaces".
- ❖ Continued visits to various jobsites, with specific attention being placed on snow removal and Christmas decoration/Town banner removal, to make an ongoing assessment of safety issues.

Maintenance

- ❖ Repaired frozen faucets and replaced ceiling tiles at the Recreation Center.
- ❖ Repaired and painted the walls at the Thomas/Conner House and Blacksburg Transit.
- ❖ Replaced the ice machine in the first-floor break area of the Municipal Building.
- ❖ Repaired chairs and baseboards located in the courtroom.
- ❖ Installed network cabling at Transit and Fire House #1 for Technology.
- ❖ Repaired lighting conduit at the Aquatic Center.
- ❖ Installed electrical panel at Nellie's Cave Park.
- ❖ Installed welder circuit at the Town Garage.

Traffic Engineering

- ❖ Repaired and/or replaced 75 street signs and serviced 245 parking meters.

STREETS DIVISION (Asphalt, Sidewalks, Storm Drains)

- ❖ Responded to 3 winter storms during the month of February. Labor, material and equipment costs totaled \$31,531 for roadways.
- ❖ Removed gravel from walkways town wide.
- ❖ Performed concrete repairs on Patrick Henry Drive and South Main Street.
- ❖ Filled a sink hole at Nellie's Cave Park.
- ❖ Cleaned storm drain on Palmer Drive.
- ❖ Performed 35 hours of street sweeping town wide.
- ❖ Performed asphalt repairs at 18 locations town wide and resurfacing on Glade Road.

UTILITIES DIVISION (Water Systems, Sewer Systems)

- ❖ Installed 9 new ¾" water meters. Labor, material and equipment costs totaled \$4,837 or \$537 per meter.
- ❖ Repaired water leaks at Harding Avenue, Sutton Place, Elizabeth Drive, and North Main Street.
- ❖ Repaired sewer laterals at Draper Road, Eakin Street and Clover Valley Apartments (off of Giles Road).
- ❖ Installed 12" valve at Highland Park water tank and turned off water to all old tanks.
- ❖ Conducted final inspections on three houses located at the Village of Tom's Creek.
- ❖ Performed TV inspection of sewer lines at Cedarview Drive, Heather Drive and Eakin Street.
- ❖ Performed GPS operations on water lines around the new water tank.
- ❖ Processed 346 Miss Utility requests to locate Town of Blacksburg water and sewer utilities.
- ❖ Performed 3 Special Pick-ups resulting in labor and equipment costs of \$468 or \$156 per load.

VOLUNTEER FIRE DEPARTMENT

Fire Department responded to 61 incidents:

41% Town =	25 Calls
16% County =	10 Calls
43% VPI =	26 Calls
0% Mutual Aid =	0 Calls

Total Miles Driven: 3976
Burn Permits issued: 2 yes, 0 no
Training Hours: 5
Total Est. Fire Loss: \$0
Total Incident Man Hours: 246

Training:

- ❖ Thermal Imaging Camera training
- ❖ Airpack
- ❖ 4 members attended Mid Atlantic Fire Expo and Chief's Conf.

Committees represented by F. D.:

- ❖ SW VA Fire and Life Safety Coalition
- ❖ SW VA Firefighters Association
- ❖ SW VA Arson Investigators
- ❖ Montgomery County Firefighters Assoc.
- ❖ VA Tech Safety Advisory Committee
- ❖ Mont. Co. Risk Watch Coalition
- ❖ Blacksburg Workplace Safety

Inspections:

- ❖ Zeppoli's Italian
- ❖ Kentucky Fried Chicken
- ❖ Starbucks
- ❖ Dairy Queen
- ❖ Mill Mountain Coffee
- ❖ Nerv Restaurant and Lounge
- ❖ Subway
- ❖ Touchdown Subs

On February 18, 2005 at 12:28 AM the fire department responded to a structure fire at 3354 Glade Road outside the town corporate limits. There were 3 burn victims at the fire with 2 being critical. One victim was treated and released from Montgomery Regional Hospital and two were flown to UVA Burn Center. On February 24th Paul Bowyer passed away. On February 28th Katie was flown to Shriners Hospital in Cincinnati Ohio. Still in critical condition but continuing to improve. On March 9th she moved her arms, legs and head. The fire was ruled accidental but there were no smoke detectors in the house. Paul was a retired teacher at Blacksburg High School and Katie is in the sixth grade at Blacksburg Middle School.

VOLUNTEER RESCUE DEPARTMENTMonth/Year February 2004

			This Month	Year To Date
1. Training - # Hours			176	602
2. Rescue Calls - # Calls			175	343
3. Volunteer hours Expended on Calls			935	1780
4. Time Clock Volunteer Hours*			5028	5028
			<u>MONTH</u>	<u>YR. AVERAGE</u>
4. *Response Times:	TOWN	<u>GOAL</u> 7.00 MIN	5.48	6.12
(Time of dispatch to	COUNTY	12.00 MIN	10.85	10.73
on scene)	VPI	5.00 MIN	0.00	0.00
5. Reaction Times	TOWN	3.5 MIN	1.88	2.00
(time of dispatch	COUNTY	3.5 MIN	3.50	2.19
to in-service)	VA TECH	3.5 MIN	0.00	0.00

(NA = Not Available)

*** Response times are the crucial element to be considered in evaluation of the service.**

The response times are calculated using all calls regardless of location. Determining an average target for responses is difficult as there are many factors which enter the picture, such as weather, location, time of day, available manpower, etc. However, we continue to strive for our goal.

** County coverage area includes to Giles, Craig and Roanoke County lines.

Totals Calls Answered in the Month of February 2004 :**BREAKDOWN OF CALLS:****Rescue Calls:**LOCATION:

Town	<u>107</u>
County	<u>68</u>
VPI & SU	<u>0</u>
Outside County	<u>0</u>
Total	<u>175</u>

VOLUNTEER HOURS:

Rescue Calls:	<u>935</u>
Standby / Service Calls:	<u>5963</u>
TOTAL:	<u>6898</u>

*** New Time Clock Software: Volunteers will clock-in and clock-out while they are in the building for trainings, meetings, or while they are on call.**

P L A N N I N G & E N G I N E E R I N G
D E P A R T M E N T

February, 2005

P l a n n i n g & D e v e l o p m e n t D i v i s i o n



Comprehensive Planning

Long Range Planning Subcommittee of the Planning Commission

Town staff reviewed all six Comprehensive Plan Annual Amendment proposals with the Long Range Planning Committee. The six amendments include: Tom's Creek Sewer, Corridor Classification System, Alley/Unbuilt Rights-of-way, Airport related topics, VDOT surplus property, and the Miller Southside Neighborhood Master Plan. The Committee drafted the Tom's Creek Sewer Amendment and completed their review on all other topics except the Neighborhood Master Plan. Planning Commission opens their Public Hearing March 1, 2005. Committee review will continue in March 2005 and a final recommendation will be forwarded to the Planning Commission for action in April 2005.

Metropolitan Planning Organization (MPO)

Town staff continued to work with Montgomery County, Town of Christiansburg, and MPO staff to review the transportation model, which will be used to evaluate current and future regional and local transportation networks. The transportation model, related data, and a schedule for the Transportation Plan update have been adopted by the Technical Advisory Committee of the MPO.

Brookfield Village Neighborhood Matching Grants

Town staff reviewed and presented the Brookfield Village Grant request to the Neighborhood Planning Committee. The application included improvements to the existing town mini-park in Brookfield Village. The proposal includes a new swing set, climbing apparatus, and a bench. Total project cost is approximately \$4,800, with the neighborhood pledging \$2,800 and Town Council matching with the maximum amount of \$2,000.

Miller Southside Neighborhood Master Plan

The final draft of the master plan was reviewed by the Neighborhood Planning Committee and Long Range Planning Committee, both subcommittees of the Planning Commission. Review will continue in March 2005 to finalize the master plan for action by Planning Commission in April 2005.

Nextel Lease on North Main Street Water Tank

Town staff completed negotiations with Nextel Corporation for a lease to operate a wireless telecommunication facility on the North Main Street water tank in the 1700 block of North Main Street. The annual lease rate is approximately \$29,000 per year. Nextel is the fifth wireless company to locate on the tank. Locating wireless facilities on current town properties reduces the need for new cell towers and furthers the vision of the Comprehensive Plan by protecting the view sheds. Town Council will consider action on the lease in March 2005.



Development Administration

The following development projects were reviewed or acted on in the month of February 2005:

Site Plans:

- SP 04-002, Maple Ridge, Village 5, Georgia Street, sixth review.
- SP 04-044, Blacksburg New School, 2500 North Main Street, third review.
- SP 05-002, Bishop Meadows erosion & sediment plan, 300 Bishop Road, second review.
- SP 05-004, Balarz South Main Street site, 2101 South Main Street, initial review.
- SP 05-005, Hearthstone Apartments parking lot, Hearthstone Drive, initial review.
- SP 05-006, Village at Toms Creek, phase V, sewer, 1200 Redbud Road, initial review.
- SP 05-007, Maple Ridge, Village 2 amendment, 1700 North Main Street, initial review.

SP 05-008, Village at Tom's Creek, phase III, 1500 Toms Creek Road, initial review.
SP 05-009, BB&T temporary building, 801 University City Boulevard, initial review.
SP 05-010, University Mall, 801 University City Boulevard, initial review.
SP 05-012, Hilltop Medical Office parking lot, 800 Davis Street, initial review.
SP 05-013, VT Transportation Institute Expansion, 3500 Transportation Institute Plaza, initial review.

Subdivisions:

SUB 04-032, Village at Toms Creek, phase III, 1500 Toms Creek Road, third review.
SUB 05-003, Boxwood lot line adjustment, 1600 Boxwood Drive, initial review.
SUB 05-004, Wyatt Farm lot line adjustment, 300 Vineyard Avenue, initial review.
SUB 05-005, Farmingdale Lane Lot Line Adjustment, 100 Farmingdale Lane, initial review.
SUB 05-006, Unitarian of New River Valley revision, 1509 Lark Lane, initial review.
SUB 05-007, Smith minor subdivision, 2301 Glade Road, initial review.

Exceptions to Use and Design Standards:

05-003, Spicer accessory structure size, 1506 Boxwood Drive, received for review.

Zoning Ordinance compliance letter:

05-003, Green property, 906 Kabrich Street, initial review.

Board of Zoning Appeals:

BZA 021105, Memorial Gardens of New River Valley sign, 2551 North Main Street, withdrawn.

Special Use Permits acted on by Town Council:

SUP 04-010, Cedar Crest General office use, 1321 Brighton Court, approved.
SUP 04-011, University Mall BB&T Financial Services use with external speakers, 902 Prices Fork Road, approved.

Zoning Administration:

3 Violation notifications.
6 Violations in progress.

E n g i n e e r i n g D i v i s i o n



Water System Projects

Highland Park Tank

The tank has been placed into service. A few punch list items remain to be completed which includes final site grading, seeding the site, the paving of the access road, and installation of the telemetry. The contractor is installing piping that will serve the additional tanks to be constructed once the existing tanks are demolished. Town Staff is awaiting a cost proposal from the contractor who will be installing the telemetry.

Demolition of Existing Highland Park Tanks

Bids for the demolition of the existing tanks were received on February 24, 2005. Town Staff and the design engineers are reviewing the references of apparent low bidder. The apparent low bidder's cost was considerably less than the engineer's estimate. Town Staff will most likely meet with the apparent low bidder to determine if all the necessary costs to perform the work in accordance with the specifications were included.

Replacement of Existing Highland Park Tanks

The engineering consultant is proceeding with the design of the tanks. Town staff is anticipating construction to commence during the Summer of 2005. The geotechnical engineer has performed soil borings to determine the existing foundation soil conditions to assist in the design of the tank foundations.

Backflow Program:

- New residential backflows installed and inspected: 15
- New commercial backflows installed and test witnessed: 5
- New Town facility backflows installed and tested: 0
- Annual backflow tests completed: 44
- Backflow surveys: 21
- Permit value total: \$90

Water Quality Testing

- Performed 5 Chlorine Residual Tests.
- Performed 6 water bacteria tests for new lines.



Sewer System Projects

Inflow and Infiltration

- Performed 7 residential I&I inspections through Rental Program.
- The EMS I&I workgroup which consists of representative from Public Works and Planning & Engineering Divisions continues to meet monthly to coordinate the reporting and reduction of I&I sources throughout the Town of Blacksburg.
- Staff has developed a memo that specifies how inflow reduction credits will be calculated for the removal of house roof downspouts and vented manhole covers that contribute storm water inflow into the sanitary sewer collection system.
- A data base has been set up to keep a running total of inflow reduction credits that have been applied to the West Stroubles sanitary sewer shed collection system.
- Town Engineering staff is working with the Public Works department to identify sources of inflow located on Town properties that can be eliminated.

Industrial Discharge Program

Staff reviewed monthly numbers for all Industrial Discharge permit holders and all were found to be in compliance with the Town's permit requirements. Staff met with Wolverine to discuss the discontinuation of the bioremediation process at Cedar Run as approved by DEQ. This would allow the Town to take back the facilities at Cedar Run.

Grease/Oil Program

- Town staff inspected 1 business for grease violations (requiring installation of grease trap).

New Industrial Park Pump Station

Town Engineering staff has submitted final comments to the Department of Environmental Quality (DEQ) for the Preliminary Engineering Report and is awaiting final approval from DEQ. Preliminary design and layout of the pump station is approximately 35% complete. Target date for 60% completion of the design is March 24, 2005. Final Design is projected to be completed by the end of June 2005.

Murphy Pump Station

Construction has started, the wet well and 400 feet of gravity sewer and force main have been installed. The effects of an underground spring on the pipelines and future road construction have been resolved.

by installation of a slotted drain completed section of pipeline. Construction has been slowed by winter weather. AEP is investigating options for extension of 3 phase power to the new pump station. AEP will either extend service from transmission lines near North Main Street, or take over lines near the Murphy Subdivision from Tech Electric.

The BVPISA Webb Street & VT Commuter Lot Sewer Trunk Line Project

Town staff has held several meetings and negotiations with the Blacksburg VPI Sanitation Authority (BVPISA) consultant engineering firm (Olver, Incorporated) and has agreed upon the Phase I (Evaluation phase of the project) terms as outlined in a Letter of Understanding dated January 31, 2005 issued by Mr. Vaught, Executive Director of the BVPISA. Specifics were presented at the Town Council work session on February 1, 2005 and action by the Council was requested at the February 8th, 2005 meeting. Approval by Council will allow the preliminary evaluation to proceed with a scheduled completion date of April 1, 2005. After the evaluation phase, Town staff will review the alternative analysis and negotiate Phase II (the design phase) of the project with the BVPISA.

Interim Alternatives Evaluation for the West Stroubles Sewer Shed Project

Town staff is currently installing additional monitoring equipment in portions of the collection system to assist in collection of more data to be used in the analysis. Originally, this project was scheduled to be concluded by March 1, 2005, however, due to insufficient calibration data (i.e. Rain event data in the upper reaches of the sewer shed) the schedule is currently being revised and a completion date will be contingent upon the opportunity to track a storm event in early spring.

University City Boulevard Sewer Trunk Line Project

The bore contract for this project (370 lf of 36" diameter) was advertised on Sunday February 27, 2005. A pre-bid meeting is scheduled for March 10, 2005 and bids will be open on March 31, 2005. The construction schedule requires the contractor to have the bore project completed by May 17, 2005 and requires that the contractor not interfere with the flow of traffic during the VT graduation weekend (May 11 – 15, 2005). Estimated construction cost is \$275,000 - \$325,000. Town staff continues to hold meetings with representatives from VT and the commercial developer of the University Mall property to coordinate construction schedules and minimize the impact of construction with the opening of the new VT Alumni Center (scheduled for the beginning of June, 2005) and construction of a temporary banking facility.

Cedar Run Pump Station Study and Upgrade Project

Scope of work, schedule, and fees associated with a professional service contract has been negotiated with Stearns & Wheeler LLC, an engineering consulting firm from Roanoke, Virginia. A memo of recommendation from Town staff is being presented to the Council for consideration on Tuesday March 8, 2005, to execute a contract with the Stearns & Wheeler, LLC engineering firm.



Street Projects

Downtown Improvement Project

The contractor has developed the correct color of stain and is waiting for the proper weather to apply the stain.

Stanger/Prices Fork Hazard Mitigation Project

Funding for this project has been approved by VDOT and Town staff is awaiting the construction schedule from VDOT.

VDOT Urban Projects

The Tom's Creek Interchange Project is moving on schedule. The five other VDOT Urban projects are now in the design process.

Planned Dumpster Enclosure Located in the Armory Parking Lot for Downtown

Waste Management has approved the dimensional layout of the enclosure. The architectural firm is now working on the detail plan.

Wong Park Parking Lot

The bids came in for this project and the apparent low bid was \$95,000. The project should start construction around March 12, 2005 with the anticipated completion date being the second week in May 2005.

Streetlight Management

- Streetlights were checked this month and 15 lights were reported as being out.



Stormwater Projects

Montgomery Street Stormwater Improvements

The second phase of the stormwater improvements to the Bennett Hill/Progress Neighborhood area is to install curb and gutter, and storm drains along Montgomery Street. The project is shut down temporarily due to the winter weather. As soon as the weather improves, Public Works will continue with the construction.



Sidewalks/Trails

Heritage Park – Tom's Creek Low Water Bridge

Staff executed a contract with Anderson & Associates to provide hydraulic modeling and application preparation for the FEMA Conditional Letter of Map Revision (CLOMAR) and Letter of Map Revision and design of two low water bridges. Two bridges are being combined into one FEMA application to reduce review time and application fees. Construction of bridges across Tom's Creek requires documentation of the impacts of these structures upon the 100 year flood elevation. Since FEMA's original modeling results are only available in hardcopy, Anderson & Associates is currently working to duplicate FEMA's hydraulic modeling electronically. This model will serve as a baseline for modeling Tom's Creek with the bridges in place.

North Main Bike Path

Public Works is clear to begin construction when winter weather allows. Surveyors from Anderson & Associates will stake the bike path centerlines when notified.



Traffic

NTCP

A meeting with the Edgewood transportation area was held on February 9, 2005. Traffic counters were placed prior to the meeting and speed and traffic volume data were evaluated for NTCP warrants. The transportation area met the warrants for speeding and cut-through traffic. Transportation area residents chose speed humps as a traffic calming option to be placed on a pending survey. The draft survey will be reviewed by a transportation area representative and mailed in March of 2005. A petition from the neighborhood to Traffic Committee separately resulted in the installation of a 4-way stop at the intersection of Edgewood Lane and Allendale Court. The 4-way stop met an MUTCD warrant for limited sight distance at the intersection. A meeting with the Draper/Preston transportation area scheduled for February 28, 2005 was cancelled due to inclement weather and will be rescheduled for March 2005.

South Main Street/Airport Road Traffic Signal Replacement

A final set of traffic signal plans will be available from Draper Aden by March 7, 2005. Upon receipt of plans, Town staff will begin negotiating a single source contract during that week. A construction

scheduled will be expedited but is dependent upon equipment supplier lead times. These times can vary with demand, availability, and the type of equipment being ordered. Signal replacement is required because existing equipment no longer meets electrical and traffic standards and parts are no longer available. Upgrades include the addition of video detection, pedestrian signals for crossings at Graves Avenue and Airport Road, and signal preemption for emergency vehicles.

G I S D i v i s i o n



Current Projects

LiDAR – Contour Update

The GIS Division has contracted VARGIS, the same company the state of Virginia contracted to manage the state wide Virginia Base Mapping Project. Aerial photography and LiDAR are scheduled for March 2005 completion. Products to be generated from this project include new aerials, a Digital Terrain Model, and 2' contours produced in both AutoCAD and ArcGIS formats. In addition, three new control points will be established to assist in controlling the required accuracy of this product.

B u i l d i n g a n d I n s p e c t i o n s



New Construction

Building Permits Issued

Permits issued: 49
New dwelling units: 19
Inspections performed: 340
Total building permits value: \$79,511.85
Total value for construction: \$1,955,775.00
Stop work order administrative fees charged: 0
Re-inspection fees charged: \$300
Temporary Certificates of Occupancy: \$0

Approved Building Plans

BB&T Temporary Bank, University City Boulevard.
Silver Leaf Lane Town homes, Silver Leaf Lane.
Cinco De Mayo, 211 B Draper Road.
Oasis World Market, 1411 South Main Street.

Issued Occupancies – Permanent- Commercial

Ben and Jerry's Ice Cream, Kent Square.
Mill Mountain Coffee and Tea, Re-issuance of Occupancy.
Cinco De Mayo, Re-issuance of Occupancy.
VT Computer Lab, Kent Square.



Property Maintenance Inspections

Rental Inspections

Registered properties: 715
Rental property inspections: 6
Re-inspections: 2
Rental units passed: 6
Reactive inspections: 8
Proactive inspections: 17



Miscellaneous Information

Building Official:

Issued two Notice of Violations for Erosion Control at Maple Ridge.
Met with Jeff Foster on Proposed Arena on South End of Town.
Met with Jim Vernon on University Mall Project.
Building Official sat on Panel at Virginia Tech on diversity in the construction industry.
Met with owners of Top of the Stairs.
Met with Architect on CABO Fish Taco restaurant.
Met with Owners of New Hair Salon in the Hethwood Plaza.
Assisted with Performance Measurement Data.
Sent notices to all contractors concerning E&S and Construction Debris.

Property Maintenance Official:

Assisted the Building Official with inspections.
Assisted Virginia Beach with information about Blacksburg's Rental program.
Assisted Zoning with Delivery of Packets.
Performed two Frat House Inspections.

Building Permits Issued for: February, 2004

Permit #	Applicant/Owner	Location	Contractor	Units	Cost	Code
B-04-000453	Bill Madison	202 South Hill Dr.	Madison Contracting	0	10,000	RC
B-04-000639	James Gallimore	604 Cambridge Rd.	Gallimore Construction	0	1,225	RM
B-04-000643	James Gallimore	2712 Wellesley Court	Gallimore Construction	0	1,225	RM
B-04-000706	Tim Kurstedt	109 Maywood St.	A-1 Heating and Cooling	0	4,200	MS
B-04-000750	Randall Maxwell	217 College Avenue	Fire Safety Products	0	12,500	MC
B-04-000754	Janet Perrault	1580 Honeysuckle Dr.	Self	0	50,000	ASF
B-04-000760	Randall Maxwell	109-A College Avenue	Fire Safety Products	0	1,600	MC
B-04-000776	James Surrey	1305 Glen Cove Lane	Surrey Builders	0	37,000	ASF
B-04-000780	Julie Smith	200 Monticello Lane	Strong's	0	2,800	MS
B-04-000781	Julie Smith	2501 Capistrano St.	Strong's	0	4,400	MS
B-04-000788	Robert Lisk	118 Country Club Dr.	Robert F. Lisk General	0	33,079	RC
B-04-000789	Roger White	416 Clairmont Dr.	White Builders	1	138,775	NS
B-04-000790	Roger White	417 Clairmont Dr.	White Builders	1	119,795	NS
B-04-000791	Clyde Mitcham	836 Hutcheson Dr.	Blacksburg Plumbing	0	250	MS
B-04-000792	Clyde Mitcham	1531 South Main St.	Blacksburg Plumbing	0	2,500	MC
B-04-000793	Claude Pitzer	1730 Sage Lane	Community Housing Partners	1	120,000	NS
B-04-000794	Tom Bowden	1211 Village Way South	Restorations Unlimited	0	10,000	RS
B-04-000795	Matt Correll	126-B Jackson St.	Matthew Correll	0	5,000	RC
B-04-000796	John Walsh	1702 Glade Rd.	Walsh Electrical Contracting	0	650	EM
B-04-000797	Quintin Burch	1711 Suite 2 N. Main St.	Commonwealth Heating and Air	0	23,000	MC
B-04-000798	Tony Houff	603 Progress St.	Tony Houff Electrical	0	2,050	ESF
B-04-000799	James T. Bush	517 Country Club Dr.	James T. Bush, Contractor	1	225,000	NS
B-04-000800	Jonathan Couch	1535 S. Main St.	Boyd S. Construction	0	400	EC
B-04-000801	Danny Gallagher	202 S. Main St.	Pointe West Management	0	2,000	NS
B-04-000802	Bob Pack	220 S. Main St.	Pointe West Management	0	30,000	RC
B-04-000803	Julie Smith	2103 Chestnut Dr.	Strong's	0	2,500	MS
B-04-000804	Cindy Griffin	1711 Suite 2 N. Main St.	Little River Contracting	0	18,000	PLB
B-04-000805	Rich Alvis	104 Hubbard St.	Alvis Electric	0	7,435	EC
B-04-000806	Mike Augsburg	217 Mountain Breeze Dr.	S. M. Nichols Builder	1	150,000	NS
B-04-000807	Jason Boyle	206 Washington St.	Green Valley Woodworks	0	250	DE
B-04-000808	Kirby Connor	506 Woolwine St.	Eastern Construction	0	6,000	DE
B-04-000809	Eric Jones	3003 McLean Court	Shelter Alternatives	0	163,100	ASF
B-04-000810	Claude Pitzer	1728 Sage Lane	Community Housing Partners	1	130,000	NS
B-04-000811	Louis Whitlock	1607 Meadowbrook Dr.	Louis Whitlock	0	3,000	MS
B-04-000812	Clyde Mitcham	602 Piedmont St.	Blacksburg Plumbing	0	1,000	RW
B-04-000813	Steve Hill	205 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000814	Steve Hill	207 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000815	Steve Hill	211 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000816	Steve Hill	209 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000817	Jason Boyle	206 Washington St.	Green Valley Woodworks	0	50,000	AC
B-04-000846	Jerry Shepherd	303 Heartwood Crossing	Pearl Water Productions	1	75,000	NS
B-04-000847	Tim Kurstedt	111 Cohee Rd.	A-1 Heating and Air	0	15,600	MS
B-04-000848	Julie Smith	816 Cambridge Rd.	Strong's	0	1,700	MS
B-04-000849	Jerry Shepherd	301 Heartwood Crossing	Pearl Water Productions	1	75,000	NS
B-04-000850	Steve Hill	205 Heights Lane	Hill Land Company	0	100	MIS
B-04-000851	Steve Hill	207 Heights Lane	Hill Land Company	0	100	MIS
B-04-000852	Steve Hill	211 Heights Lane	Hill Land Company	0	100	MIS
B-04-000853	Steve Hill	1410 Locust Dr.	Mike's Roofing and Remodeling	0	3,500	RM
B-04-000854	Fred Alderman	107 Faystone Dr.	Fred Alderman	0	2,880	ESF
B-04-000855	Jerry Shepherd	2732 Green Meadow Dr.	Pearl Water Productions	1	120,000	NS
B-04-000856	Kenton McKee	104 Countryside Court	Bern Bushman Tree Service	0	4,028	ASF
B-04-000858	Timothy Connor	610 Rose Avenue	Montgomery Sanitation	0	800	RS
B-04-000861	Ben Trice	1208 Brook Circle	Fralin and Waldron	1	175,000	NS
B-04-000864	Ben Trice	1215 Brook Circle	Fralin and Waldron	1	192,000	NS
B-04-000865	Christina Howell	401 Ridgeview Dr.	TB Home Improvement	0	5,100	ASF
B-04-000868	Ben Trice	1129 Brook Circle	Fralin and Waldron	1	149,000	NS
B-04-000869	Carl Cirillo	401 Ridgeview Dr.	Environmental Engineering	0	250	DE
B-04-000870	Steve Gerus	1711 Suite 2 N. Main St.	Bell Electric	0	15,000	EC
B-04-000872	Clyde Mitcham	1303 N. Main St.	Blacksburg Plumbing	0	1,500	RW
B-04-000873	Robert Welch	510 Lee St.	Robert Welch Contracting	0	25,000	RS

Total Construction Value for February, 2004

1,646,010

Total New Dwelling Units for February, 2004

6

Total Number of Permits Issued for February, 2004

49

Total Number of Inspections for February, 2004

428

Total Number of Building Permit Fees Collected for February, 2004

27,159

Total Amount of Stop Work Order Admin Fees Collected February, 2004

200.00